

Civil Engineering Preliminary Plat Review Checklist For Commercial Subdivisions

Log No: _____

Project:	
Location:	

Item Number Proofing Marks:	
/	Requirement satisfied.
O	Requirement not satisfied.
?	Unable to determine status, more information is required.
X	Not applicable.

Review #	Reviewed By	Date
1		
2		
3		
4		
5		

The requirements referred to on the checklist can be found in Chapter 35 (Land Use and Zoning) and Chapter 48 (Subdivisions) of the Chandler City Code, and in the City's Technical Design Manuals.

Item	Requirement	Comments
1.	The maximum allowable drawing size is 24" x 36". Please resubmit the plat on the correct size sheets.	
2.	The maximum allowable scale is 1" = 100'. The scale must also be noted on each sheet.	
3.	Show the subdivision's name on the preliminary plat.	
4.	A vicinity, or site location map, is needed.	
5.	The subdivision's location as defined by its section, township, range, and county must be given. If the subdivision overlays a previously recorded plat, it must be indicated on the plat with record references.	
6.	Two separate survey ties to two section corners, or quarter section corners, are needed. The type of monumentation must be defined.	
7.	Show north arrows on each sheet.	

Item	Requirement	Comments
8.	Show the developer's name, address, and phone number on the cover sheet.	
9.	Show the design professional's name, address, and phone number on the cover sheet.	
10.	Each sheet of the preliminary plat must be sealed and signed by the design professional preparing the plat.	
11.	Elevations noted on the plans shall be based upon the NAVD 1988 datum. <ul style="list-style-type: none"> A. The nearest City CMCN benchmark shall be utilized with the proper conversion value to NAVD 88. B. The City's benchmark ID number (CMCN #) and verbatim description must match the latest edition of <i>City of Chandler Vertical Control Base List</i>, and must be shown on the cover sheet with the equation. 	
12.	The subdivision is within an Airport Impact Overlay District. Please add the following note: <p>This subdivision is within (Name of Airport) Airport Impact Overlay District. An aviation or avigation easement shall be provided at the time of final platting.</p>	
13.	Site distance and/or site visibility easements.	
14.	Show the total number of lots on the cover sheet.	
15.	Underground the overhead utility lines on or adjacent to this site. Please add the following note to the cover sheet: <p>The improvements shown on this plat will not be fully approved by the City and the Certificate of Occupancy or Acceptance will not be issued until the overhead utility line undergrounding requirement has been satisfied.</p>	
16.	Required retention volume.	

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17.	<p>Underground the existing irrigation facilities on or adjacent to this site. Please add the following note to the cover sheet:</p> <p>The improvements shown on this set of plans will not be fully approved by the City and the Certificate of Occupancy will not be issued until the irrigation facility undergrounding requirement has been satisfied.</p>	
18.	<p>Provide the City's log number in the lower right hand margin of all plat sheets.</p> <p>C.O.C. Log No. _____</p>	
19.	<p>Add the following note to the preliminary plat:</p> <p>The final plat for this subdivision will not be approved or recorded until a Reclaimed Water Use Agreement is executed by the developer and approved by the City.</p>	
20.	Show the existing topography by contours. Spot elevations are required when the subdivision's topography cannot be clearly defined by contours.	
21.	Show all existing buildings and significant structures. Note any modifications.	
22.	Show all wells, streams, canals, irrigation laterals and ditches, lakes, and other water features on the preliminary plat. Note any modifications. Tile or landscape open ditches & canals as specified in the City's design manuals.	
23.	Show all existing water wells and their Arizona Department of Water Resources registration number on the plans. If not registered, so note on the plans. Register wells prior to disposition and provide documentation to the City. Contact Sandy Story at 480-782-3588 to coordinate well registration and disposition.	
24.	Identify all portions of the development that are within the FEMA 100-year flood zones. If any such areas exist, submit preliminary plat to the Flood Control District of Maricopa County. FCDMC approval is required.	
25.	Show existing and proposed right-of-way widths on the preliminary plat. Also, show utility and railroad rights-of-way.	
26.	Show all existing easements and rights-of-way and note	

Item	Requirement	Comments
	any abandonment on the preliminary plat. Provide an ALTA survey map when available.	
27.	Show the sizes and types of all existing utility lines within and adjacent to the subdivision on the preliminary plat. Dimensional ties to street centerlines are required for all utility lines.	
28.	Show City limit lines when they are adjacent to or near the subdivision.	
29.	Show the names of all subdivisions adjacent to the subject property along with recording information.	
30.	Show the subject subdivision's net and gross areas on the cover sheet. A Certificate of Area is required.	
31.	The existing zoning classification of the subject and adjacent tracts must be shown by note.	
32.	Perimeter traverse data is required for the entire subdivision boundary. For tangents, this consists of bearings and distances. For curves, this consists of radii, delta angles, and curve lengths. On non-tangent curves, show radial bearings.	
33.	Boundary closure calculations are required with error of closure.	
34.	Show the street layout. This includes public streets, private streets and easements.	
35.	Local and collector right-of-way widths, street cross sections and alley cross sections must comply with City standards.	
36.	Arterial street right-of-way widths and cross sections must comply with City standards.	
37.	The street construction centerline and the monument line are not the same. Verify that the proposed dedication is in accordance with the approved transportation plan and is adequate to accommodate all necessary utilities.	
38.	Street geometrics must comply with the standards presented within the City's <i>Technical Design Manual 4 - Street Design and Access Control</i> .	
39.	Show curve radii on the plat for all rights-of-way at bubbles and cul-de-sacs, and for street monument line.	
40.	Proper turn-around facilities are required on dead-end	

Item	Requirement	Comments
	streets and alleys.	
41.	Triangular corner cutoffs are required at all street intersection corners.	
42.	Triangular corner cutoffs are required at all alley intersection corners.	
43.	Show any proposed phasing.	
44.	Half-street cross sections must comply with City standards, 24 feet to face of curb minimum.	
45.	Provide lot numbers and tract/parcel labels.	
46.	Indicate all parking and building set backs from local, collector and arterial street rights-of-way.	
47.	Note tracts or parcels that will be dedicated to the City. Note their use along with their appropriate areas.	
48.	The sanitary sewer system must comply with the standards presented within the City's <i>Technical Design Manual 2 – Wastewater and Reclaimed Water System Design</i> , and with the 2003 edition of the <i>International Plumbing Code</i> . <ul style="list-style-type: none"> A. Show all existing and proposed sewer lines. B. Show flow arrows on all sewer lines. C. Show the sizes of all sewer lines. D. Show proposed service lines and sizes. 	
49.	The potable water system must comply with the standards presented within the City's <i>Technical Design Manual 1 - Water System Design</i> , and with the 2003 edition of the <i>International Plumbing Code</i> . <ul style="list-style-type: none"> A. Show all existing and proposed water lines including valves and hydrants. B. Show the sizes of all water lines. C. Show proposed meters and service lines; call out sizes. 	
50.	Reclaimed water lines are required in the arterial street rights of way adjacent to the project, and shall be located per City of Chandler Standard Detail No. C-200 unless otherwise determined by the City Engineer. <ul style="list-style-type: none"> A. Show all existing and proposed reclaimed water lines including valves and hydrants. B. Show the latitude and longitude of the site. 	

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51.	A detailed infrastructure analysis (basis of design report) is required and shall include water and wastewater.	
52.	Submit a separate preliminary hydrology report. Enough detail is required to demonstrate layout feasibility. Include preliminary calculations and layout of proposed system and location of all retention areas, subject to the approval of the City Engineer.	
53.	Coordinate the plans with the City Improvement District/City Project Engineer.	
54.	Submit a current title report, status of title, or condition of title report; 6 months old maximum. The legal description for the title report shall match boundary survey information specified in item 36.	
55.	Show approved street names, if applicable.	
56.	Submit a transparency or mylar of the preliminary plat at a scale of 1" = 200' showing only the subdivision boundary and boundary lines of all lots and rights-of-way.	
57.	Provide for review a Phase I Environmental Site Assessment in compliance with the City of Chandler criteria and ASTM E 1527 (current form) <i>Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process</i> . The Phase I ESA must include a records search for both VEMURs and DEURs.	

Prior checklists and plans are required for subsequent submittals.

City Use Only

1. Preliminary buy-ins calculated?
2. Final buy-ins calculated?
3. Water production site required?